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24 September 1959

MEMORANDUM FOR THE RECORD

SUBJECT: Cornerstone Ceremony for New Building

1. Discussed with Colonel White certain points concerning the cornerstone ceremony for the CIA building. It was agreed that the invitations would be addressed to the various individuals in their official capacity and would not include the wife in the address. I raised the point of invitations to employees and their families and suggested an Agency notice would be appropriate. Colonel White agreed and he will see that this is done. It was also agreed that the invitation would be marked R.S.V.P. and would request that the card be presented at the site for identification. The question of enclosing a map to the site versus putting signs on the roads was discussed. Subsequently, we reviewed the AEC parking permit which was to be displayed in the windshield. On the reverse of this parking permit was a map locating the site as well as a detailed map showing the traffic flow on the site and the location of the actual ceremonies. It was agreed that we should adopt this method.

2. I indicated to Colonel White that if we could get the invitations sufficiently set so that size could be determined, we could proceed to address most of the envelopes in advance and include in them the parking permit and map. He indicated that John Clarke was working on this and might attempt to secure the Director's approval over the weekend. I mentioned that the DD/P had no suggestions for the guest list and I have discussed it with the DD/I. I indicated that in the next day or so I wish to discuss it with General Cabell and then in another day or so I would like Colonel White to go with me to discuss it with the Director.

[redacted]
Legislative Counsel

Orig - Leg. C. subject
cc - Leg. C.

OGC/LC [redacted] STATINTL

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